



Franklin Central Supervisory Union
Agreement for Computer Hardware Purchase

Employee: _____ Date: _____

School: _____ Position: _____

The Franklin Central Supervisory Union agrees to advance the employee named above, the sum requested for use in purchasing personal computer hardware. This hardware falls within the guidelines of the FCSU Computer Purchase program.

Total Amount to be Financed: \$ _____ (\$1,200 or less)

Finance Period: _____ months (The finance period will be 24 months unless a lesser period of time is requested)

Do Not Write in the box, SU Personnel Only

Funds Available: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____	Accounts: BFA – 100.000.20.0477 K-8's – 100.000.20.0485	To A/P on: _____ To P/R on: _____
Per payroll Deduction amount: \$ _____, based on _____ deductions. (52 or less)		
Starting with payroll dated: _____ / _____ / _____		

I hereby authorize a payroll deduction for the total amount advanced. The deduction will start with the next available payroll and be evenly distributed over not more than 24 months. I understand that if, at any time, for any reason, my employment ceases, the balance owed will be taken out of my remaining pay. If there are no remaining paychecks the full amount will become due within 30 days. Further, I state that I have adhered to the criteria of the purchasing program set forth by the SU.

Employee Signature

Date

Building Level Approval (as required)

Date

Business Manager

Date

ATTACH INVOICE (If you have attached an estimate, please forward the actual receipt asap)